



# Policy Manual

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*Adopted by the Library Advisory Board 09-15-04*

## Public Library System

## Acceptable Use of Electronic Resources

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### Policy Statement:

The Library System offers a variety of electronic resources to enhance the educational and recreational needs of Library customers.

### Regulations:

1. Free, limited access to electronic resources is available to all Library users. The library is not a full-service Internet provider. Some Internet services may not be provided through the library's connections for financial, technological or security reasons.
2. The Library protects its systems and equipment from viruses. However, users of any publicly accessible system or equipment should be aware of the potential for transmission of computer viruses. The library is not responsible for computer viruses transmitted to customers' computers.
3. The library is responsible only for information pertaining to the library and its services. The library does not assume responsibility for the content and/or accuracy of information residing on the Internet or other computer systems.
4. The Library provides filtered access to the Internet in order to adhere to the requirements set forth in Arizona Revised Statutes ([ARS 13-3501](#) "Obscenity, Definitions", [13-3506.01](#) "Furnishing Harmful Items to Minors, Internet Activity", [13-3507](#) "Public Display of Explicit Sexual Material") and the Children's Internet Protection Act (CIPA). Because filtering software is inherently imperfect, we cannot guarantee that all Internet content will be appropriately filtered at all times.
5. Adult customers may request unfiltered Internet access at any time without having to provide an explanation to library staff. Disabling of the Internet filter by Library staff in no way exempts the customer from ARS 13-3507 "Public Display of Explicit Sexual Material."
6. The self-service wireless network provided for library customers of any age provides only filtered Internet access. Due to technological limitations, the filter cannot be removed from the wireless network.
7. Parents and guardians of minor children are responsible for supervising their children's safety and activities while using Library equipment. Internet safety information for parents and children can be found at <http://www.netismartz.org/index.aspx>.

8. Individual assistance on using the library's electronic resources is available at the information desks. Library staff will schedule group instructional sessions on using the Library's electronic resources and the Internet throughout the year.
9. In accordance with [ARS 41-1354](#) "Privacy of User Records," the Library protects the confidentiality of borrowing and library use records. Customers using the library's computers for personal use are advised that the privacy of personal information and electronic mail are not guaranteed. Users should avoid posting personal information such as home addresses, phone numbers, and credit card numbers to unknown Internet sites.
10. Library equipment used to access electronic resources and/or networks may only be used for lawful purposes by library customers and staff. By using library system equipment and electronic infrastructure, library customers imply their agreement to abide by the posted **Rules of Conduct, CUS-1**.
11. Examples of unacceptable use include, but are not limited to, the following:
  - a. Destruction of, damage to, or unauthorized modification of equipment, software, or data belonging to the library or other users, a violation of Arizona law ([ARS 13-2316](#) "Computer tampering").
  - b. Disruption or unauthorized monitoring of electronic communications.
  - c. Unauthorized or illegal copying of copyright-protected material, a violation of US law ([US Code, Title 17](#)).
  - d. Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others, or any activity that is in violation of Arizona law ([ARS 13-3707](#) "Telecommunications Fraud").
  - e. Violation of software license agreements.
  - f. Violation of another user's privacy.
12. Library staff may interrupt activity or block access to sites that interfere with the performance of the library's computer system, conflict with authorized use of library resources or equipment, or violate local, state, or federal law.
13. Failure to use the Scottsdale Public Library System's electronic resource access equipment appropriately and responsibly may result in revocation of library use privileges, and may also have legal consequences.
14. In addition to the above, students of the Scottsdale Unified School District (SUSD) are required to adhere to the SUSD Code of Conduct (<http://www.susd.org/district/studentservices/CofC.htm>) regarding computer use during the school day at the Palomino shared-use library.

#### **Procedures:**

1. Library staff will report to Library Technology staff when a customer indicates a web site has been inappropriately blocked (overblocked) or unblocked (underblocked) by the Internet filter. The Library Technology staff will review the site submitted and report overblocks and underblocks to the web filtering manufacturer for reconsideration.
2. When requested by an adult customer, library staff will log on a PC to an unfiltered Internet account.

3. At the recommendation of the City Attorney, a handout has been developed that may be given to an adult who is accessing sites displaying explicit sexual material when minors are present. The handout (see attached sheet) informs the adult that he or she is in violation of Arizona law (A.R.S. 13-3507 “Public Display of Explicit Sexual Materials”) and not merely the policy of the library.
4. If a staff member observes a customer accessing sites displaying explicit sexual material when minors are present, the staff member may give the customer a handout or verbally advise them of the A.R.S. and will ask him or her to close the site. If the customer complies with the staff request, he or she may continue to use the computer. If the customer refuses to close the site, a librarian or supervisor may call the police at 9-911. An incident form will be completed.

**Guidelines:**

1. Library staff will be alert for inappropriate use of the library electronic resources and will respond when informed of any violations of this policy.
2. Library staff will use their own judgment regarding the appropriateness of a customer’s use of our resources and will ask for assistance from a librarian or supervisor as soon as possible.

## PLEASE EXIT WEB SITE

It is a Class 6 felony to knowingly place explicit sexual material upon public display, which includes a viewing screen, in any place where minors are invited as part of the general public.

A.R.S. 13-3507

Please ask the library staff for the complete text of this statute and for a copy of Scottsdale Public Library Policy, Acceptable Use of Electronic Resources.



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